CURRICULUM VITAE OF JOAN

General Information

Nationality: South African

Marital Status: Divorced

Dependents: Three

Health: Excellent

Education and Credentials

September 2014 - City & Guild's Interlocutor & Invigilator Training

December 1998 – January 1999

Certificate in Teaching English to Speakers of Other Languages (CELTA) Cambridge University

Other certification / professional Training courses-

IH online Business Management course:

* *Marketing Orientation*
* *The Marketing Mix*
* *Life Cycles and Clients*
* *Competition*
* *Finance*
* *Monitoring the Financial Health of your Organisation*
* *Ratios*
* *Planning*
* *Financial Documents*

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Employment History

**3rd - 7th April 2016**

**Skyline University College - University City, Sharjah**

**IELTS Preparation Workshop**

IELTS Instructor

- IELTS Preparation for undergraduate students.

**27th - 31st March 2016**

**Skyline University College - University City, Sharjah**

**IELTS Preparation Workshop**

IELTS Instructor

- IELTS Preparation for 2nd language Subject and English teachers.

**14th - 16th March 2016**

**Emirates Institute for Banking and Financial Studies - Sharjah**

**English for Bankers 2**

English Language Instructor

- Planning and delivering of Banking and Financial English to employees of various

 banking institutions of the UAE.

**20th September - 10th December 2015**

**Skyline University College** (Sharjah, UAE) - PET General English Course

English Language Instructor

- Planning and delivering English lessons to graduate and postgraduate students.

**5th - 9th June 2015**

**Skyline University College** (Sharjah - UAE) - IELTS Workshop

English Language Instructor

- Planning and delivering an introductory workshop to school leavers

**26th June to 16th July 2015**

**Abu Dhabi University Knowledge Group -** General English Summer School

English Language Instructor

* Planning and delivering General English classes to Emirati nationals during their summer school break.

**October 2014** - City & Guild's IESOL & SESOL Examinations for Emirates College of Technology - Madinat Zayed.

* Interlocutor for the IESOL Speaking Exam to Emirati nationals.
* Invigilator for the Reading and Writing Exam to Emirati nationals.

**August 2014 to present**

**ITEC** - Dubai Knowledge Village (Dubai, UAE)

English Language Instructor

* Development, planning and delivering General English lessons to Emirati nationals, Eqyptian, Moroccan, Libyan, Polish, Hungarian, Russian, Khazak, Afghan, Jordanian, Tunisian, Syrian and South American students.
* Planned and executed customized Business English courses on-site and off-site.
* IELTS Exam preparation in the four skills - Reading, Writing, Listening & Speaking.
* Academic Writing Skills; layout and structure, language and register, paraphrasing and avoiding plagiarism.

**September 2014 to present**

Wisdom Education - Dubai

- City & Guilds Interlocutor and Invigilator Training

- City & Guilds Test Preparation

**29th June to 17th July 2014**

 **Abu Dhabi University Knowledge Group -** General English Summer School

English Language Instructor

* Planning and delivering General English classes to Emirati nationals during their summer school break.

**INTERNATIONAL CENTRE OF EXCELLENCE: Sharjah & Dubai**

 October 2013 - August 2014

**English Language Instructor**

* General, Business and Aviation English to Abu Dhabi Airports Company, Emirati Nationals and expatriate employees from the various departments.
* General English, Business English and IELTS Exam Preparation to a diverse group of adults- Emirati nationals and other nationals on site and off site.
* Maintaining students’ records and presenting reports on students' progress.
* Planning and preparing course materials suitable for students in different levels
* Preparing evaluation and assessment tests
* Soft Skills for Abu Dhabi Airport Company employees including Technical Report Writing, Business Writing, Business Communications and Presentation Skills at (GCAS) The Gulf Centre for Aviation Studies.

Created and presented a workshop on modern Business English practices in the workplace entitled "BETTER ENGLISH, BETTER BUSINESS!!' for Dubai Knowledge Week at Dubai Knowledge Village.

**UNIVERSITY OF KWAZULU NATAL (HOWARD COLLEGE CAMPUS) - Humanities Access Centre** July 2011 - September 2013

Durban

SOUTH AFRICA

English Lecturer

* Creating and development - delivering of materials for Academic Foundation Preparation of foreign students in General English, Academic English & Academic Reading, Writing and Study Skills.
* Invigilation of final exam.

 January 2010 - September 2013

CORPORATE TRAINING:

STAFF TRAINING

Freelance trainer for the following Training Providers:

* Staff Training: Real Solutions for Real People
* Frontline Reception Skills Development
* Customer Care & Retail Training
* Inbound Telesales Training
* Developing your Management 1
* Developing your Management Potential 11
* Stress and Time Management
* Problem Solving

 STRATEXEC

 Corporate Trainer

* Minute Taking and Meeting Management
* Business English Training

DURBAN LANGUAGE CENTRE January 2010 – December 2011

English Language Teacher

*DUTIES:*

* *Developing, planning and execution of customized General English lessons to Chinese, Libyan, Brazilian, Saudi, Korean, Turkish, German, Swiss, Italian, Russian, Gabonese, Angolan and African students.*
* 1 week Business English Skills for 2nd language speakers for the Municipality workers.
* *Teaching of English as a Foreign and second language to foreign Adults.*
* *General English (all levels), Business English, IELTS Preparation, Academic English, English for Specific Purposes (English for Marketing, English for Medicine, English for Finance and Banking, English for the Hospitality Industry)*
* *Private off-site English lessons to Japanese employees from TOYOTA*

**International House Johannesburg Language Lab** January 2009 – December 2009

Training Manager

*DUTIES:*

* *Marketing of Business English courses to corporate companies*
* *Cold calling and email marketing*
* *Written and oral assessments of candidates*
* *Costing of training courses*
* *Training Proposals*
* *Coordinating of training courses (private and corporate)*
* *English Language Teaching to Foreigners*
* *Weekly management meeting with Directors*
* *Proficient in MS Word and Excel*

**International House Durban** June 2005 – December 2008

Principal and CELTA teacher training coordinator

*Duties in the day-to-day running of the institute.*

* Trained, mentored and guided new instructors.
* Provided regular evaluations and sharing best practices to help instructors better their teaching techniques and methodology.
* Prepared students for IELTS OR TOEFL exams
* Developed and implemented stimulating lesson plans that promote active participation and independent thinking.
* Prepared and conducted on going evaluation and end of course tests.
* Maintained students’ records and presented reports on students' progress.
* Aviation English
* Incorporated manipulative hands – on activities and pair work to consolidate important concepts,
* Cultivated a fun and exciting learning environment where students are eager and motivated to learn.
* Prepared and conducted on going evaluation and end of course test papers.
* Maintained students’ records and presented reports on students' progress

Duties as Principal and teacher training coordinator

* *Brand ambassador for International House Durban*
* *Database marketing*
* *Client liaison including international language and tour agents*
* *Research – identify new areas for business expansion; facilitate research information between relevant parties and research analysis thereof*
* *Advertising and analysis thereof*
* *Liaise with local and international publications regarding EFL statistics in SA*
* *Submitting supplier proposals to vendors such as ACSA Durban (IHD successful as a recognised training provider for ACSA Durban) and UNILEVER, TOYOTA BOSHOKU, CATALER, NATIONAL MANPOWER, ISS-VOIGT SHIPPING, NCP ALCOHOLS, P&O GRINDROD.*
* *marketing and enquiries for the Cambridge ESOL CELTA course internationally and locally*
* *layout and design of adverts, locally and Internationally*
* *attended W.E.B.A agent’s workshop in Switzerland, October 2005*
* *recording invoices and payments on Excel spreadsheets*
* *dealing with CELTA centre re-approval through Cambridge*
* *setting up of the first CELTA held at our new premises*
* *assisting CELTA assessor with a site inspection*
* *organizing all the requirements (contracts, travel, accommodation) for the CELTA tutors and assessors*
* *interviewing CELTA applicants*
* *taking care of the day-to-day running of the school*
* *arranging accommodation and airport transfers for students*
* *weekly meeting with Director of Studies*
* *fortnightly meeting with Director and Director of Studies*
* *proficient in MS Word and Excel*

**International House Durban**

November 2003 – May 2005

Head Teacher.

*DUTIES:*

* *Assisted and accompanied Business English DoS with BE proposals and needs analysis*
* *teaching EFL at various levels - beginner, pre-intermediate, intermediate, upper-intermediate, advanced, General English, Intensive English, Academic English, Business English and ESP*
* *student level placement*
* *materials development*
* *school excursions and socials*
* *arranging classes and teachers in absence of Director of Studies*
* *Promoted to Principal and CELTA coordinator*

**The English Centre (Durban)** April 1999 – October 2003

 EFL teacher

* *EFL at all levels – beginner, pre-intermediate, intermediate, upper-intermediate, advanced, General English, Intensive English, Academic English, Business English and ESP*
* *student level placement*
* *school excursions and socials*

The English & TEFL Institute (The English Centre underwent owner and name change and retained my services)

EFL Teacher

*DUTIES:*

* *taught EFL at all levels – beginner, pre-intermediate, intermediate, upper-intermediate, advanced, General English, Intensive English, Academic English, Business English and ESP*
* *student level placement*
* *school excursions and socials*

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